

R7-2-307. High School Equivalency Diplomas

A. For the purposes of this rule, the following definitions shall apply:

1. "DANTES" means the Defense Activity for Non-Traditional Education Support.
2. "Department" means the GED Division of the Arizona Department of Education.
3. "GED Test" means the ~~general educational development test approved~~ General Educational Development Test developed by the GEDTS and administered at an official GED Testing Center.
4. "GED Testing Center" means a testing center established by the Department for the purpose of administering GED tests and providing GED testing services pursuant to the requirements established by GEDTS and state jurisdictional rules.
5. "GEDTS" means the GED Testing Service, Washington, D.C.
6. "USAFI" means the United States Armed Forces Institute.

B. Eligibility requirements. Any individual who is 16 years of age or older and who has officially been withdrawn from school ~~for six consecutive months preceding testing~~ may take a GED Test.

1. Individuals shall be required to provide the GED Testing Center with positive identification and proof of age; and
2. Individuals who are at least 16 years of age and under 18 years of age shall also be required to provide:
 - a. A signed and notarized statement of consent from a parent or legal guardian;
 - and

- b. A letter from the last school attended verifying that the individual has officially withdrawn from the school ~~and that the individual has been withdrawn for a minimum of six consecutive months preceding the testing date.~~
- C. Issuance of a diploma. The Department shall issue a high school equivalency diploma to any individual who has not received a high school diploma or high school equivalency certificate or diploma if the individual:
1. Meets the eligibility requirements specified in subsection (B) and has received passing scores on the GED Test; or
 2. Is a member of the U.S. Armed Forces and has received passing scores on the GED Test through USAFI or DANTES provided that the individual's last high school enrollment was in an Arizona high school. Individuals who have taken the GED Test through USAFI or DANTES shall send their military permanent record and application card to DANTES with a request that the official GED Test scores and application card be forwarded to the Department; or
 3. Has received passing scores on the GED Test taken at GEDTS, provided that the Department receives an official transcript directly from GEDTS.
- D. The Department shall keep a record of test scores for each individual who has taken the GED Test. ~~Incomplete scores and failing scores will be destroyed after one year from date of initial testing.~~
- E. The State Board of Education may establish and collect fees for the issuance of High School Equivalency Diplomas and Transcripts. Fees established pursuant to this section shall not exceed \$20.

1. The State Board of Education will deposit, pursuant to A.R.S. §§ 35-146 and 35-147, fees collected under this section in the GED Testing Revenue Account within the Arizona Department of Education budget, to be used to offset costs of providing these services.
2. If the State fee for General High School Equivalency Diplomas and/or Transcripts presents a financial hardship for the examinee, he/she may request a fee waiver.
3. A fee waiver shall be granted if all of the following apply:
 - a. Applicant presents documented proof of Arizona residency.
 - b. Applicant submits a completed Fee Waiver Request Form, available from the State GED Testing Office or from any official GED Testing Center.
 - c. Applicant demonstrates sufficient need for a fee waiver. This may include , but is not limited to the following: proof of eligibility for public assistance and/or federally subsidized housing; residence in a foster home; enrollment in a program for the economically disadvantaged such as Upward Bound; or participation in a free or reduced lunch program.

R7-2-308. Adult Education

A. Definitions

1. ~~English as a second language means teaching English to foreigners and to U.S. citizens who speak only a language other than English.~~ Literacy means an individual's ability to read, write and speak in English, compute and solve problems at levels of proficiency necessary to function on the job, in the family and in society.

2. English Language Acquisition for Adults (ELAA) means a program of instruction designed to help individuals of limited English proficiency achieve competency in the English language, including reading, writing, listening and speaking and citizenship skills.

3. ~~Eligible applicants are local educational agencies and public or private nonprofit agencies, organizations and institutions.~~ Adult Basic Education (ABE) means instruction in reading, writing and math equivalent to grades one through eight.

4. Adult Secondary Education (ASE) means instruction in reading, writing, math, science and social studies equivalent to the completion of high school.

2 5. Project means the approved and funded application which is administered by the eligible applicant.

6. Applicants eligible for funding include: local education agencies, community-based organizations, volunteer literacy organizations, institutions of higher education, public or private nonprofit organizations, libraries, public housing authorities, and consortiums of any of the aforementioned entities.

4-7. Authorized agent means an individual who has completed and filed a General Statement of Assurances with the Board.

B. Application for funding

1. Only eligible applicants may apply for funding.

2. ~~The application shall be fully completed including:~~

a. ~~The cover sheet~~

b. ~~The narrative page(s)~~

c. ~~The continuation sheet~~

~~d. The budget page~~

~~e. The budget backup page(s)~~

Contracts shall be awarded through a competitive funding process.

3. ~~The application shall be signed by an authorized agent~~ Applications shall be submitted according to the standard procurement and grants management policies of the Department of Education for the awarding of competitive grants.

C. Board priorities and criteria for application approval

1. Priority shall be given to projects funded during the previous fiscal year which:

- a. ~~Provided at least 125 instructional hours and had an enrollment of at least 20 students per class~~ Utilized volunteers where possible.
- b. Adhered to all applicable state and federal rules and regulations.
- c. Completed and submitted all required state and federal reports.
- d. Operated in an efficient and ~~prudent~~ effective manner ~~and utilized volunteers where possible~~ as demonstrated by high levels of student educational gains as measured by standardized assessments and student retention as compared with the state average for these projects.
- e. ~~Demonstrated a high level of student retention and overall success as compared with the state average for these projects. Levels of success may be measured by student satisfaction and by the teacher's evaluation.~~

2. Equal opportunity for project application approval will be given to eligible applicants who demonstrate previous comparable experience and performance in another adult literacy program.

3. Criteria for approval shall include a determination by the project review committee that the application meets state and federal rules and regulations and the policies and procedures contained in the Arizona State Plan for Adult Education Programs.

D. Use of funds and student reporting

1. Federal and state funds shall not be co-mingled.
2. Projects shall not assess students a tuition charge ~~for instruction or fees for books, instructional supplies, or materials used in the program.~~
3. ~~Student attendance hours reported to the Adult Education Division shall not be used in securing financing from any other source. Classes taught by volunteers are not to be reported unless they are administered and supervised by the local project. Fees for books, instructional supplies, exams, lab use, registration, or other materials may not be implemented without express written approval of the Department of Education, Adult Education Division. Requests to assess fees shall be made at least six months prior to planned implementation.~~
4. Funded projects must provide services, at no cost, to those adult learners unable to afford fees.
5. Student attendance hours reported to the Adult Education Division shall not be used in securing financing from any other source.
6. Classes taught by volunteers are not to be reported unless they are administered and supervised by the local project.

E. An adult education certificate issued by the Board shall be required to teach in the Adult Education Program.

F. Students enrolled in adult education classes must be at least sixteen years of age and officially withdrawn from school.

~~E~~ G. Course of study

- ~~1. Adult Basic Education (ABE) and English as a Second Language (E.S.L.), students must be 16 years of age or over and in need of help in speaking, reading, or writing English and shall be functioning academically below the 8th grade level.~~

The sequential course of study shall:

- ~~2. The course of study for A.B.E. and E.S.L. shall be a sequential program of instruction designed to:~~

- a. Develop and improve communication and computational skills of students.
- b. Raise the general educational level of students.
- c. Improve the student's ability to benefit from occupational training.
- d. Increase opportunities for more productive and profitable employment.
- e. Assist students to be better able to meet their adult responsibilities as parents, citizens and as ~~workers~~ coworkers.

- ~~3~~ 2. General Educational Development (G.E.D.) Adult Secondary Education (A.S.E.)

~~students shall be 18 years of age or over and shall not have completed secondary school or be otherwise entitled to be enrolled in public school~~ functioning below the 12th grade level. The course of study shall:

- ~~4. The course of study shall:~~

- a. Give the students a foundation in the areas of English, social studies, literature, science and math.

- b. Enable students, through the development of critical thinking, to utilize new learning experiences in recognizing, evaluating and solving problems of daily life.
- c. Attempt to motivate students to continue their education through more advanced study and to become more proficient in observing and adopting new skills in a changing society.
- d. Equip students with the knowledge prerequisite for satisfactory achievement of the General Educational Development test.

§ 3. English Language Acquisition for Adults (ELAA) and citizenship students shall be resident aliens 18 years of age or over. The course of study shall:

~~6. The course of study shall:~~

- a. Develop an increasing ability to speak, understand, read, and write English.
- b. Encourage the student to become a participating citizen and give insight into the values of such participation.
- c. Help the student prepare for the ~~citizenship examination~~ Naturalization Test for U.S. Citizenship by developing a background in American history and government.
- d. Create a desire for continued learning and self-realization.

~~F. Instructional personnel. An adult education certificate issued by the Board shall be required for a teacher to be eligible to teach in the Adult Education Program.~~

~~G~~ H. Reports

- 1. Each project shall maintain bookkeeping records and must be able to substantiate expenditures.

2. A financial report shall be filed quarterly for each project with the Adult Education Division within 30 days after the close of the quarter.
3. Projects shall be completed by June 30. A fiscal completion report which has been reconciled with the County School Superintendent's Office, or if another agency, that agency's comparable administrative office, shall be filed with the Adult Education Division within 60 days after the project ending date.
4. A Participation in the project reporting system designed to collect student and staff attendance ~~and~~ demographic information and student performance data is required. These reports shall be filed with the Adult Education Division ~~no later than the fifth day of the month for the previous month, and shall have been reviewed by the local project director for accuracy, completeness of information, minimum enrollment, attendance and student eligibility monthly.~~
5. An annual written report on the year's activities, including internal written monitoring reports, shall be submitted to the Adult Education Division, no later than August ~~31~~ 15.

~~H I. Amendments.~~ If changes in the approved program or budget are desired, an amendment shall be submitted to the Adult Education Division for review and approval prior to expending any funds for the proposed changes.